

Security Considerations

Management Priorities

- ☐ Assess security of property and identify threats, vulnerabilities, risks, and countermeasures. Periodically reassess the site's security posture and adjust as necessary.
- ☐ Develop and implement written security procedures to address risks and vulnerabilities, including the following elements:
 - physical security of the site
 - protection of business information, computers, and network
 - results of risk assessment
 - procedures for emergency response and crisis management
 - emergency shutdown procedures
 - proper authorization for employees who work in sensitive or restricted areas
 - coordination of response to security incidents among company departments
 - recognition of security breaches and take corrective actions
 - a system for collecting and analyzing reports of security incidents

- procedures for referring suspicious incidents and breaches of company policy to appropriate authorities
 - contact names and phone numbers for reporting security incidents
 - measures dealing with voluntary and involuntary terminations of employees, ensuring that separated employees return building/material access cards, keys, etc.
- ☐ Provide training for employees and contractors concerning security awareness, operation of emergency equipment, and procedures for emergency response.

Site Security

- ☐ Implement access control measures, such as signs, security doors and windows, locks, alarm systems, and card-based access control systems.
- ☐ Establish perimeter protection which uses fences, bollards, trenches, turnstiles, and security lighting.
- ☐ Protect critical communications equipment and utilities.
- ☐ Employ security officers, if needed, and provide them with written security procedures.

Information, Computer, and Network Security

- ☐ Use available hardware and software for protecting computers and networks.
- ☐ Establish and implement procedures for protecting and destroying sensitive documents.
- ☐ Periodically analyze computer transaction histories to look for irregularities that might indicate security breaches.
- ☐ Change passwords and codes following a termination of employment.
- ☐ Back up data and critical material at an alternate location.
- ☐ Prevent potential terrorists from monitoring spoken information (conversations, telephone calls, radio communications).

Risk Assessment Process

- ☐ Identify potential hazards.
- ☐ Identify vulnerable areas where large amounts of hazardous materials are located.
- ☐ Identify piping in sensitive areas.
- ☐ Coordinate with first responders and HAZMAT Team.
- ☐ Update emergency telephone rosters on a routine basis.

Suspicious Activities

Be alert if you observe someone engaging in any of the following activities, especially if the individual is a stranger to the area:

- loitering on your premises or around toxic materials with no legitimate reason for being there
- acts nervous and avoids eye contact; seems jittery, uneasy;
- hesitates or hedges when asked for information such as name, address, signature, or photo ID
- asks specific questions about toxicity of a chemical or operation of equipment
- wants to purchase large amounts of a highly toxic chemical with cash
- presents license or other documentation that appears to have been altered

Record identifying hallmarks of the individual, such as the name provided to you, license number, vehicle description, description of individual.

REPORT TO LAW ENFORCEMENT AUTHORITIES:

- ✗ *suspicious activities, vehicles, or persons*
- ✗ *description of individual and vehicle*
- ✗ *break-ins*
- ✗ *missing chemicals, equipment or blank documentation forms (such as shipping papers)*

EMERGENCY CONTACTS

(Telephone number)

Local law enforcement _____

Local Emergency
Planning Committee _____

Federal Offices

FBI - Kansas City, Missouri 816-512-8200
(For all of Kansas and
western Missouri)

FBI - Omaha, Nebraska 402-493-8688
(For all of Iowa and Nebraska)

FBI - St. Louis, Missouri 314-231-4324
(For eastern Missouri)

National Response Center 800-424-8802

EPA Region 7 Spill Line 913-281-0991

EPA Region 7 Toll Free Line 800-424-9346

For additional information, check
EPA's web site at:
epa.gov/swercepp/p-small.htm



United States
Environmental Protection
Agency Region 7

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SECURITY AWARENESS

for

Agricultural/Industrial Facilities
Pipelines
Transporters
Utilities
Warehousers of Chemicals

Because of recent tragic events, homeland security is now one of the nation's highest priorities. Each of us *can* play a role in safeguarding our country from terrorism.

The purpose of this bulletin is to suggest what steps you can take to protect your facility, your products, and your community.